



STATE OF WASHINGTON

DEPARTMENT OF AGRICULTURE

P.O. Box 42560 • Olympia, Washington 98504-2560 • (360) 902-1800

Application for Organic Food Producer Certification

Applications must be received at least 90 days prior to harvest of the organic or transitional crops. The entire producer certification process takes a minimum of 90 days.

To apply for organic certification, complete the enclosed forms and mail them to the Washington State Department of Agriculture (WSDA) along with the appropriate application fee, and an acceptable map. **Faxed applications will not be accepted.**

1. Certification Fees

This explains the various fees that are required for certification. It includes information on the fees that are required to be submitted with the application and any additional fees that may be billed at a later date.

2. Application Fee

Your application fee is based on your estimated calendar year sales of organic food. In order to determine your application fee you will need to estimate the value of the organic crops that you will be producing. Once you have determined your estimated sales, refer to the fee schedule to calculate the application fee. In addition to the application fee, there is a \$100 non-refundable new applicant fee. For more information about fees, please refer to the Certification Fees information sheet included in this packet.

3. Sites

A "site" is the land that is being certified. A site is a designated farm, field, orchard, block, pasture, paddock, garden, circle, plot or other contiguous area under the same management (e.g., organic or transitional). A site may contain multiple crops and consist of multiple fields or blocks as long as these fields or blocks are adjacent. Fields that are across a road from each other may be considered one site. Fields that are in separate locations with intervening land are considered separate sites.

4. Site Information Form

The Site Information Form provides details on the crops being produced, the surrounding land use, type of maps required and the farming history of the site. Separate forms need to be completed if the sites are not adjacent to each other. Make copies of this form if you have more than one site.

5. Organic Production System Plan

Organic Production System Plans are required under the National Organic Program. The plan summarizes your organic production practices and helps expedite the certification process.